

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NEGE06036095**

**Opening Date:** January 3, 2006

**Closing Date:** February 1, 2006

**Position:** Financial Manager, GS-0505-14/FPL: 14

**Salary:** \$91,407 - \$118,828 Annual

**Place of Work:** U.S. Army Engineer District, Baltimore, Resource Management Office

**Duty Station:** Baltimore, MD

**Position Status:** This is a Permanent position. -- Full Time

**Number of Vacancies:** 1

**Duties:** As Assistant Chief, Resource Management Office, you will exercise full concurrent authority with the Chief, in the planning, supervision, management, direction, & review of all policies, programs, & operations involving the functions of the Office, to include budget, management analysis, manpower management, finance & accounting, & other financial management activities. You will serve as advisor to the District Commander & chiefs of technical divisions for the establishment of broad policies to maintain balance, economy, & efficiency in the execution of District programs. You will perform day-to-day supervisory & management work providing policy decisions on both technical & administrative matters presented by subordinate branch chiefs. You will perform studies to improve management systems & recommended actions concerning mission, workload, & resource management. You will prepare & execute policy, regulations, & instructions pertaining to the financial management program.

**About the Position:** The candidate selected for this position will serve as Assistant Chief of the Resource Management Office (RMO) in the Baltimore District, U.S. Army Corps of Engineers. The candidate will also serve as a Branch Chief in one of the following branches depending on his/her expertise (Financial and Accounting, Budget, or Management and Analysis). The selected candidate will be responsible for "hands on" technical engagement as well as leadership of change initiatives within a Regional Business Center (RBC) working environment. The Baltimore District is a project-funded professional service provider supporting the Army and the Nation in engineering, environmental, and construction management services. The RMO of approximately 30 people supports all activities as of a \$1B program executed by the Baltimore District. The RMO also provides matrixed support in certain areas to the other District offices in the North Atlantic Region of the Corps of Engineers.

**Who May Apply:**

- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.
- Defense Civilian Intelligence Personnel System (DCIPS) eligibles.
- All Federal employees serving on a career or career-conditional appointment.
- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Army employees serving on career or career conditional appointments.
- Reinstatement eligibles.
- NAF/AAFES Interchange Agreement eligibles.

**Qualifications:**

**SPECIALIZED EXPERIENCE:** Candidates for this position must show in their resumes that they have one year of specialized experience and training that provided: 1) The ability to manage or direct all phases of a financial management program for an organization. 2) Knowledge and ability to promote effective use of budgeting, managing, finance and accounting techniques. 3) Ability to represent the office and maintain liaison with other agencies.

KSAs are not used. Applicants will be rated against the Resumix Job Search Criteria which is chosen by the selecting official.

**COMMENTS:** Applicants must include the following information in the content of their resume: Summary ratings of the last three annual performance appraisals, training and award history, membership in relevant societies, and professional registration/licenses, if applicable. Applicants must fax a copy of their most recent performance appraisal to Lorie Moses at 410-962-5643.

Candidates will be subject to the Gallup Leadership Assessment.

GS-12 and above: One year of experience directly related to the occupation and equivalent to at least the next lower grade level. There is no substitution of education for experience at this level.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.

Must have 52 weeks of Federal service at the next lower grade (or equivalent).

**Other Information:**

- The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on [http://www.cpms.osd.mil/fas/staffing/pdf/rem\\_ann.pdf](http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf)
- This is a Career Program Position (CP). # 11
- To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.
- Permanent Change of Station (PCS) expenses will be authorized.
- Temporary Duty (TDY) travel is 25 percent.

**Other Advantages:** The Baltimore District is located in the heart of downtown Baltimore and within walking distance of Baltimore tourist attractions--Inner Harbor and other historical sites including Lexington Market, Hippodrome Theater, Baltimore Symphony Orchestra, etc. Public transportation is accessible by subway, light rail, metro buses, and commuter trains to and from the Baltimore-Washington metropolitan area.

**Other Requirements:**

- Must comply with Drug Abuse Testing Program requirements.
- Must file annual financial statement.
- You will be required to provide proof of U.S. Citizenship.
- License/Certification: Valid state drivers license required.
- One-year supervisory probationary period required.
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

**HOW TO APPLY:**

This position will be filled from the Army Centralized Resumix database using an automated recruitment and referral system. Your resume must be on file with the Army Centralized Resumix database. If you have a resume on file with the Army Centralized Resumix database, you may apply by taking advantage of our quick self-nomination process. If you do not have a resume on file with the Army Centralized Resumix database, you must submit one along with the self-nomination. Both documents must

be received in the Resumix database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

## **RESUME:**

If you do not have a resume on file with the Army Centralized Resumix database, you must submit one. It is strongly encouraged that you use the Army Resume Builder. The Army Resume Builder can be accessed by clicking on the link at the end of this vacancy announcement. It can also be found on the Internet at <http://www.cpol.army.mil>, click on Employment, click on Army's Resume Builder. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, however, you must submit your resume to the Centralized Resumix database by going to the email page, selecting Central Database and clicking on the Submit button. Your resume will automatically flow into the Centralized Resumix database.

We prefer that you use our resume builder to create and submit your resume electronically. However, if you do not desire to use the Army Resume Builder, you may submit your resume to our Central Resume Processing Center using other means by scrolling to the end of this page and clicking on the Job Application Kit link for instructions. Please follow the instructions in our Job Application Kit to create your resume and assure that all of the required information is provided. The Job Application Kit can also be found on the Internet at <http://cpol.army.mil/employ/jobkit>

NOTE: Unless specifically stated in the vacancy announcement, do not submit documentation supporting your status/eligibility when submitting your resume. However, you may be asked to submit the documentation if you are selected. Resumes must be received by the closing date of this announcement.

## **SELF NOMINATION:**

You may self-nominate at any time during an open period of a vacancy announcement. If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board <http://cpolrhp.army.mil/ner/index.html>, key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self nominate.

If you wish to submit your self-nomination another way, go to The Army Job Application Kit web site (<http://cpol.army.mil/employ/jobkit>) and follow instructions provided.

Self-nomination must be submitted by the closing date.

**APPLICANT NOTIFICATION SYSTEM WEB-ENABLED RESPONSE (ANSWER):**

To check the status of your resume and self-nominations you may go to <http://www.cpol.army.mil>, click on Employment, and click on ANSWER.

**Point of Contact:**

Central Resume Processing Center, 410-306-0137, [aplicanthelp@cpsrxtp.belvoir.army.mil](mailto:aplicanthelp@cpsrxtp.belvoir.army.mil)

**THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.